



Superior Court of the State of California
County of Kings
1426 South Drive, Hanford, CA 93230
(559) 582-1010 Extension 5020

JOB OPENING

Human Resources Technician I/II

Annual Salary Range I: \$31,761 - \$42,556 (DOQ)

Annual Salary Range II: \$34,132 - \$45,760 (DOQ)

Job Opportunity:

The Superior Court, County of Kings, has an immediate opening for a Full-time Human Resources Technician I/II; this is established as a Non-Exempt position located at the Hanford site. This technical level person will assist in analyzing and resolving human resource issues in the court and performs research on a wide variety of special projects including recruitment, selection, classification, salary administration, equal employment opportunity, labor relations and other human resources subjects.

About the Position:

Reviews and revises job specifications; obtains background occupational and job information; conducts classification desk audits; makes position allocation, classification and salary recommendations; carries out long-range classification maintenance assignments; develops class concepts based on job studies; gathers, tabulates and analyzes salary data required in for the maintenance of the compensation plan; conducts studies of internal class relationships for compensation purposes and makes appropriate recommendations; plans and conducts studies involving personnel functions of departments, positions, recruitments or other areas; prepares recruitment and examination materials; makes presentations to individuals and/or groups regarding Court employment; reviews applications for examinations and rates education and experience qualifications; analyzes and interprets test results; conducts interviews, oral examinations and performance tests; confers with departmental officials on classification, pay equity, employee relations, disciplinary and other personnel matters; evaluates appeals, grievances and other complaints, conducts investigations and recommends resolutions; interprets personnel rules, policies and regulations to departments, employees, applicants and other interested parties; prepares correspondence and reports; may supervise subordinate staff; recommends and develops personnel policies; prepares and maintains personnel files; filing of documents in personnel files; responsible for setup and tracking of recruitments; performs data entry for EEO-4 reporting, sets up interview schedules, sends letters to applicants and makes copies of applications for interview panel; tracks Family Medical Leave and sends COBRA information to employees when applicable; maintains job description manual and sends out updates when applicable; prepares packets for orientation of new employees; conducts orientation of new employees; assists with training program schedules and materials; responsible for preparation of Newsletter for employees; maintains Organizational Chart; maintain file and binder of job announcements from other government agencies; and submit new benefit and/or change forms to appropriate agency. (Essential duties may vary from position to position within classifications. Reasonable accommodation will be made when requested and



**Superior Court of the State of California
County of Kings
1426 South Drive, Hanford, CA 93230
(559) 582-1010 Extension 5020**

determined by the Court to be appropriate under applicable law. This position may be assigned any other duties as determined and assigned by the Court Executive Officer or his designee.)

Minimum Qualifications:

Human Resources Technician I: Equivalent to graduation from a two-year college or university with a degree in public, personnel, business administration or a related field. (Two years of work experience may substitute for degree.) Minimum three (3) years of clerical experience, preferably in a Court setting, proficient in Word and Excel, and two (2) years work experience in Human Resources.

Human Resources Technician II: Equivalent to graduation from a two-year college or university with a degree in public, personnel, business administration or a related field. (Two years of work experience may substitute for degree.) Minimum three (3) years of clerical experience, preferably in a Court setting, proficient in Word and Excel, and three (3) years work experience in Human Resources.

Special Requirements:

Must possess a valid California Class 'C' driver's license. Ability to qualify for a security clearance through fingerprinting, traffic and criminal record background investigation, random drug testing and regular TB testing. Ability to sit for extended periods; frequently stand and walk; normal manual dexterity; eye-hand coordination; lift and move objects weighing up to twenty (20) pounds; verbal communication; use of office equipment, including computer, telephone, calculator, copier and fax machine. Travel will be required outside of Kings County to attend meetings, conferences, and trainings.

Benefits:

The Court offers a benefit package to its regular full-time and part-time employees which include 13 Court approved holidays; accrued sick/vacation (accrual based on hours worked, minimum 2 weeks/year); a Flexible Benefit Plan to purchase a variety of health insurance plans and related benefits such as Medical Insurance, Dental Insurance, Vision Insurance, Deferred Compensation, Administrative Leave, Medical Reimbursement, Childcare Reimbursement, Life Insurance, Cancer Policy, and Short-term/Long-term Disability. Retirement Plan [2% at age 55] through California Public Employees Retirement System [P.E.R.S.]. An Employee Assistance Program is also provided.



Superior Court of the State of California
County of Kings
1426 South Drive, Hanford, CA 93230
(559) 582-1010 Extension 5020

Closing Date:

Friday, June 8, 2007 by 5pm.

Application materials must be submitted in person or by mail by the closing date. A resume or faxed application cannot substitute for an original Court application.

The Court Application is available on-line at our website: www.kings.courts.ca.gov For further information or to receive an application in person or by mail (applications only mailed out to individuals residing outside of Kings County), please contact:

Superior Court of the State of California,
County of Kings/Human Resources Division
1426 South Drive, Hanford, CA 93230
(559) 582-1010, Extension 5020
www.kings.courts.ca.gov

EOE/AA Employer

[This is not an offer of employment by the County of Kings or State of California]